



# Office of Health, Safety and Security

## **Federal Employee Occupational Safety and Health (FEOSH) Program Collateral Duty Safety Officer Orientation**



*Helping the field succeed with safe and reliable operations.*



# Objectives

- ◆ **Introduction to basic FEOSH program elements.**
- ◆ **Basic instruction in safety, health issues and hazard recognition.**
- ◆ **How to provide assistance to the FEOSH Manager/Coordinator at your facility.**
- ◆ **Duties and responsibilities as FEOSH Committee members or Collateral Duty Safety and Health Officers (CDSHOs).**



# Program Directives

## **29 CFR 1960, *Elements for Federal Employee Occupational Safety and Health Programs***

- Section 19 of the OSHA Act of 1970, *Public Law 91-596***
- Executive Order 12196, *Occupational Safety and Health Programs for Federal Employees***





# OSHA 29 CFR 1960

- **Designated FEOSH Coordinator.**
- **Comply with standards, policies and directives.**
- **Timely safety and health self-inspections and correction of hazards.**
- **Post notices of unsafe/unhealthful conditions.**
- **Safety and health training of supervisors and employees.**

*Helping the field succeed with safe and reliable operations.*





# OSHA 29 CFR 1960

- ◆ **Establish employee concerns/complaint procedures.**
- ◆ **Safety and health committees.**
- ◆ **Prohibit reprisals from exercising safety and health rights and responsibilities.**
- ◆ **Recordkeeping and reporting requirements.**
- ◆ **Establish safety and health goals and objectives.**
- ◆ **Safety and health program evaluation.**





# DOE Order 440.1B

- ◆ **DOE Order 440.1B requires that DOE Elements implement a written worker protection program that (1) provides a place of employment free from recognized hazards which are causing or likely to cause death or serious physical harm to their employees and (2) integrates all DOE Orders and 29 CFR Part 1960 requirements.**





# DOE Order 440.1B

- **Establish written policy, goals, and objectives.**
- **Use qualified worker protection staff.**
- **Assign worker protection responsibilities, evaluate personnel performance, and hold personnel accountable for worker protection performance.**
- **Encourage the involvement of employees.**





# DOE Order 440.1B

- ◆ **Provide workers the right, without reprisal, to:**
- ◆ **Accompany DOE Occupational Safety and Health (OSH) personnel during workplace inspections.**
- ◆ **Participate in OSH activities on official time.**
- ◆ **Express worker protection concerns.**
- ◆ **Decline to perform work because of a reasonable belief that the task poses an imminent risk of death or serious bodily harm.**







# DOE Order 440.1B

- ◆ **Observe monitoring or measuring of hazardous agents and access the exposure-monitoring results.**
- ◆ **Receive notification when monitoring results indicate they were overexposed to hazardous materials.**
- ◆ **Receive inspection and accident investigation results upon request.**
- ◆ **Implement procedures to allow workers, through their supervisors, to stop work when they discover employee exposures to imminent danger conditions or other serious hazards.**





# DOE Order 440.1B

- ◆ **Appropriately inform workers of their rights and responsibilities, including posting the applicable DOE Worker Protection Poster where it is accessible to all workers.**
- ◆ **Identify existing and potential workplace hazards and evaluate the risk of associated worker injuries or illnesses.**
- ◆ **Implement a hazard prevention/abatement process to ensure that all identified hazards are managed through final abatement or control.**
- ◆ **Provide workers, supervisors, managers, visitors, and worker protection professionals with worker protection training.**

*Helping the field succeed with safe and reliable operations.*





# Roles and Responsibilities

The DOE FEOSH Poster must be posted in areas where Federal Employees may congregate, such as break rooms or common areas.

**Occupational Safety and Health Protection for DOE Employees**

The Occupational Safety and Health Act of 1970, Executive Order 12196, and 29 CFR Part 1960 require the heads of Federal agencies to furnish employees places and conditions of employment that are free from job-related safety and health hazards.

**Management Responsibilities**

- Comply with applicable OSHA standards or approved DOE alternate standards.
- Establish procedures for responding to employee reports of unsafe or unhealthful working conditions.
- Acquire, maintain, and require the use of approved personal protective equipment and safety equipment.
- Ensure that personnel who are trained in hazard recognition conduct inspections of all workplaces at least annually and that employee representatives are permitted to participate.
- Establish procedures to assure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for exercising his/her rights under the DOE safety and health program.
- Post notices of unsafe or unhealthful working conditions found during inspections.
- Assure prompt abatement of hazardous conditions. Employees exposed to the conditions must be informed of the abatement plan. Conditions which pose an imminent danger must be corrected immediately.
- Develop a management information system to retain records of occupational accidents, injuries, illnesses, and their causes. An annual summary of injuries and illnesses must be posted for a minimum of 30 days.
- Conduct safety and health training for top management, supervisors, safety and health personnel, safety and health committee members, employee representatives, and all other employees.

**Employee Responsibilities**

- Comply with applicable OSHA standards or approved DOE alternate standards.
- Comply with DOE policies and directives relative to the safety and health program.
- Use personal protective equipment and safety equipment provided by DOE.

**Rights of Employees and Their Representatives**

- Participate in the DOE safety and health program. Employees must be authorized official time to participate in the activities provided by Executive Order 12196, 29 CFR Part 1960, and the DOE safety and health program.
- Have access to DOE standards, injury and illness statistics, and safety and health program procedures.
- Present comments on proposed DOE alternate standards.
- Report and request inspections of unsafe or unhealthful working conditions to the appropriate officials, including the Secretary of Labor, with assured anonymity. However, the Secretary of Labor encourages employees to use DOE procedures for reporting hazardous conditions as the most expeditious means of correction.

**The Safety and Health Official for this Workplace is:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**The Department of Energy Designated Safety and Health Official is:**

Chief Health, Safety and Security Officer  
HS-1  
1000 Independence Avenue, SW  
Washington, DC 20585

Helping the field succeed with safe and reliable operations.





# Management Responsibilities

- ◆ **Provide a place of employment free from recognized hazards.**
- ◆ **Comply with safety and health rules, regulations, and orders.**
- ◆ **Assure employees are provided with training.**
- ◆ **Assure annual and periodic hazard inspections are conducted.**
- ◆ **Respond to worker complaints, correct hazards.**
- ◆ **Maintain records.**

*Helping the field succeed with safe and reliable operations.*





# Employee Responsibilities

- ◆ **Comply with standards, rules, regulations, and orders.**
- ◆ **Use safety and personal protective equipment**
- ◆ **Report unsafe conditions.**
- ◆ **Participate in agency safety and health programs.**
- ◆ **Report workplace (on the job) injuries/illnesses to your supervisor and DOE Health Unit.**
- ◆ **Assure and document FEOSH training or exposure/health monitoring when on Official travel.**

*Helping the field succeed with safe and reliable operations.*





# FEOSH Coordinator

- ◆ **Administer FEOSH program for your office.**
- ◆ **Ensure that required annual workplace inspections are conducted.**
- ◆ **Investigate and document employee concerns and reports of unsafe/unhealthful working conditions.**
- ◆ **Help facilitate prompt abatement of OSH hazards and monitor progress.**
- ◆ **Encourage employee participation and involvement.**
- ◆ **Provide regular feedback to management concerning OSH.**
- ◆ **Ensure recordkeeping.**

*Helping the field succeed with safe and reliable operations.*





# FEOSH Committees

- ◆ **As a FEOSH Committee member or CDSHO, you will:**
  - **Be the point-of-contact within your organization or office on safety and health related issues.**
  - **Participate in regularly scheduled FEOSH Committee meetings.**
  - **Participate in safety and health awareness initiatives.**





# FEOSH Committees

- ◆ **Monitor Program:**
  - **Participate in internal safety and health inspections.**
  - **Participate in program evaluations.**
  - **Track corrective actions to ensure appropriateness and timeliness.**
  - **Monitor program effectiveness and make improvement recommendations.**
  - **Monitor employee concerns, complaints and allegations of reprisal within your organization.**







# FEOSH Committees

- ◆ **Investigate: employees' concerns, complaints, allegations of reprisal, suggestions, and recommend changes to the program as required including:**
  - **reported accidents, incidents, and injury/illnesses trends, (emphasize reducing the frequency and severity of injuries and illnesses);**
  - **unsafe condition trends that may lead to severe injury or illness and,**
  - **conduct root cause identification is key to long-term abatement of problems.**
- ◆ **Report trends on accidents, illness, and recommend changes to senior management on program policy, management commitment in terms of resources, and employee involvement programs.**
- ◆ **Plan and conduct safety and health awareness programs.**





# Records and Reports

- ◆ DOE Elements, under DOE Order 231.1A, Chg 1, must record and report occupational injury, illness, and property data. Federal agencies are also required to analyze their injury and illness data to identify and correct safety and health problem areas by developing and initiating an effective safety and health program. This is done through the Computerized Accident Incident Reporting System (CAIRS), maintained by EH at headquarters. See [DOE ES&H Reporting Order 231.1, Chg 1](#); and [Computerized Accident/Incident Reporting System \(CAIRS\)](#) on the HSS Web Site.





# Records and Reports

- ◆ **Reporting requirements for DOE Federal employees are the same as those for DOE contractor employees, but are governed by 29 CFR Part 1960, Sub part I.**
- ◆ **Two forms are used for OSHA recordkeeping: OSHA No. 300 and an appropriate supplemental form, which is DOE Form 5484.3 Both forms contain detailed instructions.**
- ◆ **OSHA No. 300 serves two purposes. First, it is used to record the occurrence, extent, and outcome of cases. Second, it serves as the Summary of Occupational Injuries and Illnesses, which is posted in the workplace.**
- ◆ **Federal agencies, within 6 working days are required to log all injuries and illnesses.**





# Office Accident Statistics

- ◆ **The National Safety Council reports from a California Study of Office Accident Statistics N=1 Million.**
- ◆ **34.2% Slips and Falls.**
- ◆ **22.1 % Ergonomic, Strain or Overexertion.**
- ◆ **18.2 Struck against or by an object.**
- ◆ **9.8 Caught in or between an object.**
- ◆ **4.7% Moving vehicle accidents.**





# Safety and Health Inspections

- ◆ **Baseline and required annual inspections of all DOE workplaces.**
- ◆ **Periodic Management Walkarounds.**
- ◆ **Periodic Employee workspace self-assessments.**
- ◆ **Workplace and employee exposure and health monitoring.**

*Helping the field succeed with safe and reliable operations.*





# Job Hazard Analysis

- ◆ **Moderate to High Risk Work Hazard evaluation.**
- ◆ **Out of the Office Hazards at other operations facilities during official duties.**
- ◆ **Link to determine needed training, workplace and medical monitoring.**
- ◆ **Immunizations may be required for foreign travel, such as Hepatitis, Tetanus, and Typhoid.**
- ◆ **Consultation with Medical units on medical monitoring needed.**





# Safety and Health Hazards – Walking Surfaces

- **Floors, aisles and passageways kept clean, dry and spills cleaned immediately.**
- **Office areas kept uncluttered without excessive accumulation of paper.**
- **Stair railings and handrails provided on all stairways.**
- **All work areas properly illuminated.**
- **Electric and phone cords not run across aisles or passageways.**

*Helping the field succeed with safe and reliable operations.*



# Walking Surfaces

- ◆ **Carpets kept tight so they will not develop rolls and bunch up.**
- ◆ **Floor receptacles located where they may not cause tripping hazards.**
- ◆ **Sufficient space between desks and other furniture to facilitate exit into hallways.**
- ◆ **Holes in the floor repaired properly.**

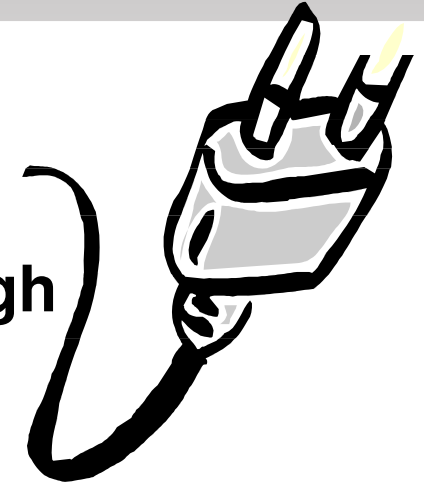


# Means of Egress

- Exits marked by an exit sign and properly illuminated.
- Directions to exits (when not immediately apparent) marked with visible signs.
- Doors that are not exits or access to exits marked as appropriate.
- Emergency lighting tested periodically.
- Dead bolts and door stops not used on exit doors.

# Electrical Hazards

- ◆ Permanent use of extension cords is prohibited; only for temporary use.
- ◆ Cords and cables should not be run through holes in walls or ceilings or through doorways.
- ◆ Surge protectors should not be overloaded or plugged in series – must be used in accordance with manufacturer's recommendation.
- ◆ Use of multiple-plug adapters should be avoided.



# Electrical Hazards

- ◆ **Breaker panel boards should not be blocked. Disconnecting means should be marked.**
- ◆ **Discard frayed cords, cords with exposed wires or deteriorated insulation.**
- ◆ **All equipment connected by cord and plug must have grounded connections.**
- ◆ **Receptacles must have faceplates to prevent contact with exposed wires or conductors.**



# Hazard Communication

- ◆ **Written hazard communication program is required.**
- ◆ **Maintain an inventory of chemicals or hazardous substances used at the facility.**
- ◆ **Material Safety Data Sheets (MSDSs) required for each hazardous substance.**
- ◆ **Provide employee training on use of hazardous chemicals.**



# Chemical Safety

- **Minimize chemical use/storage.**
- **Store chemicals properly.**
- **Read and understand Material Safety Data Sheets (MSDS).**
- **MSDS must be provided in the workplace and can be accessed via the web.**
- **Ensure chemicals are properly labeled.**





# Personnel Protective Equipment

- ◆ **Provided when hazards cannot be mitigated through engineering and administrative controls.**
- ◆ **Includes clothing, protection for head, eyes, face and extremities, respiratory protection, and work accessories such as barrier creams.**
- ◆ **Must provide training on use, proper care, maintenance and limitations.**
- ◆ **Employee must demonstrate an understanding of the training provided and ability to use the PPE properly.**

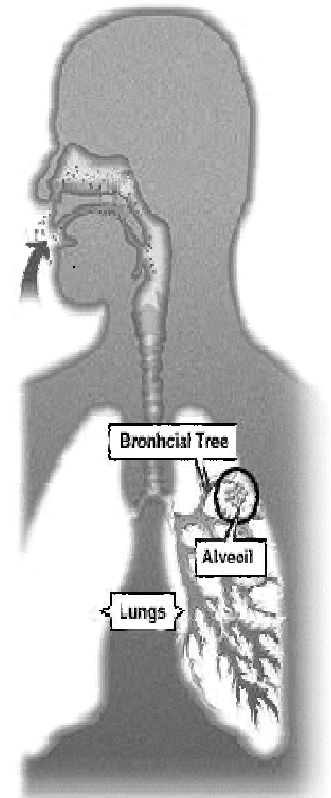


*Helping the field succeed with safe and reliable operations.*



# Indoor Air Quality

- According to NIOSH, the primary sources of indoor air quality problems are:
  - Inadequate ventilation (52%)
  - Contamination from inside building (16%)
  - Contamination from outside building (10%)
  - Microbial contamination (5%)
  - Contamination from building fabric (4%)
  - Unknown sources (13%)





# Health Hazards

- ◆ There is a balance between toxicity and exposure. Exposure is the **AMOUNT** of something you are exposed to, or come in contact with, by inhaling, ingesting it, or by skin contact.
- ◆ DOE office environments typically will not have highly toxic materials within them. However caution needs to be used to avoid un-necessary or excessive exposures to materials such as, cleaning solutions, photocopier, printer powders, fixatives, toners and biohazards for medical and rescue personnel.
- ◆ DOE shops and utility areas may have numerous chemical, noise, or other hazards. These hazards need to be determined , controls put in place, and employees trained in how to protect themselves.







# Major Types of Health Hazards

**Corrosives** - cause tissue damage and burns on contact with the skin and eyes.

**Primary Irritants** - cause intense redness or swelling of the skin or eyes on contact, but with no permanent tissue damage.

**Sensitizers** - cause an allergic skin or lung reaction.

**Acutely Toxic Materials** - cause an adverse effect, even at a very low dose.

**Carcinogens** - may cause cancer.

**Teratogens** - may cause birth defects.

**Organ Specific Hazards** - may cause damage to specific organ systems, such as the blood, liver, lungs, or reproductive system.





# Exposure Monitoring

- ◆ **OHSA and DOE Order 440.1B require that potential for employees to be exposed to chemical, physical, or biological agents be assessed by a competent person, such as an Industrial Hygienist (IH).**
- ◆ **When an employee reports an exposure concern, or unusual odors, irritations occur, you need to know to bring in an IH to evaluate the concern.**
- ◆ **Both personal and area environmental air sampling may be conducted. Employees must be allowed to observe and be provided results of monitoring.**
- ◆ **OSHA, EPA, and DOE set occupational exposure levels that employees may be exposed to in an 8 hour day.**





# Ergonomic Factors

- ◆ Repetitive stress injuries, cumulative trauma disorders, musculoskeletal disorders.
- ◆ Noise, vibration, light/glare, and workplace temperature.
- ◆ Task design, body mechanics, and proper manner of lifting objects.
- ◆ Ergonomic workstation setup and design.



# Ergonomic Evaluation

- ◆ **Chair Adjustment:** Upright, not rocking, proper height of seat and arm rests.
- ◆ **Monitor arrangement:** positioned too high or too low, close or far away; must be directly in front, top of screen slightly below eye level.
- ◆ **Lighting/glare:** ambient light too bright or too dim, light sources and glare on monitor, task lighting may be needed.
- ◆ **Keyboard/mouse:** proper height level with arms, and mouse next to keyboard.

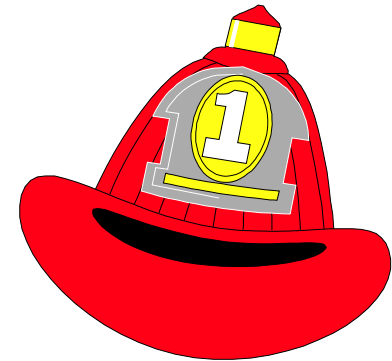


# Sanitation

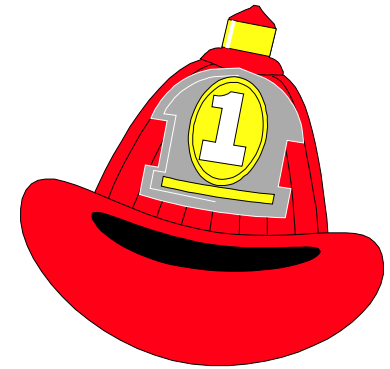
- ◆ **Restrooms clean and in sanitary condition.**
- ◆ **Lavatories provided with hot and cold running water and cleansing agents.**
- ◆ **Covered receptacles for food waste kept clean and in sanitary condition.**
- ◆ **Food and drinks must not be stored, prepared and consumed where chemicals and cleaning products are stored and used.**

# Fire Protection

- ◆ **Sprinkler heads kept clear of storage materials (18-inch clearance between heads and top of storage)**
- ◆ **Fire doors unobstructed and protected against obstructions**
- ◆ **Exit routes free from obstructions**
- ◆ **Doors used to reach an exit are free to access with no possibility of anyone being locked inside**



# Fire Protection



- **Fire extinguisher locations free from obstructions or blockage.**
- **Fire extinguishers fully charged and in their designated places.**
- **Fire extinguishers serviced, maintained and tagged at intervals not to exceed one year.**
- **Fire extinguishers mounted in readily accessible locations.**

# Emergency Plans and First Aid

- ◆ **First aid supplies and Automated External Defibrillators (AEDs) are easily accessible, with necessary supplies available and periodically inspected and replenished.**
- ◆ **Health unit personnel available for advice and consultation on matters of employee health.**
- ◆ **Emergency phone numbers posted where they can be readily found in case of emergency.**
- ◆ **Employees must be trained in First Aid.**
- ◆ **There must be an occupant emergency plan (OEP) and drills conducted.**







# Employee Concerns

- ◆ **A basic right of DOE Federal employees is to report hazardous conditions or practices without reprisal. The Department's policy is that no DOE employee shall be subject to restraint, interference, coercion, reprisal, or other discrimination by participating in the DOE FEOSH Program, including filing a report of unsafe or unhealthy working conditions or exercising other rights afforded by Section 19 of the OSH Act, Executive Order 12196, and 29 CFR Part 1960, Subpart G.**





# Employee Concerns

- ◆ **Written Safety and Health issues should be reported to the supervisor and FEOSH Manager/Coordinator on [DOE HQ F 3790.7, Notice of Unsafe or Unhealthful Working Conditions](#).**
- ◆ **Verbal Reports to:**
  - **Your supervisor**
  - **Your office FEOSH Coordinator**
  - **The HSS FEOSH program manager**
  - **Your employee representative**
  - **Employee Concerns Program**





# Employee Concerns

- ◆ **Make sure your policy:**
- ◆ **Encourages employees to report hazards;**
- ◆ **Is well-known and understood;**
- ◆ **Protects reporting employees from harassment;**
- ◆ **Responds appropriately in a timely manner and,**
- ◆ **Tracks all hazards to correction.**





# Employee Concerns

- ◆ If an employee feels uncomfortable in reporting a concern to the supervisor or FEOSH coordinator. Concerns may be reported with anonymity to the DOE local or DOE Headquarters Employee Concerns Program.
- ◆ The Department of Energy Employee Concerns Program may be found at: <http://civilrights.doe.gov/>





# Questions?

- ◆ **More information? Visit the HSS FEOSH Web Site at:**  
<http://www.hss.energy.gov/csa/csp/feosh>
- ◆ **Contact:**  
**David M. Smith**  
**Manager, Federal Employee Occupational Safety and Health Program**  
U.S. Department of Energy  
Office of Environment Safety and Health  
HS-31-270CC  
1000 Independence Ave S.W.  
Washington D.C. 20585  
**301-903-4669**  
**David.Smith@hq.doe.gov**

*Helping the field succeed with safe and reliable operations.*

